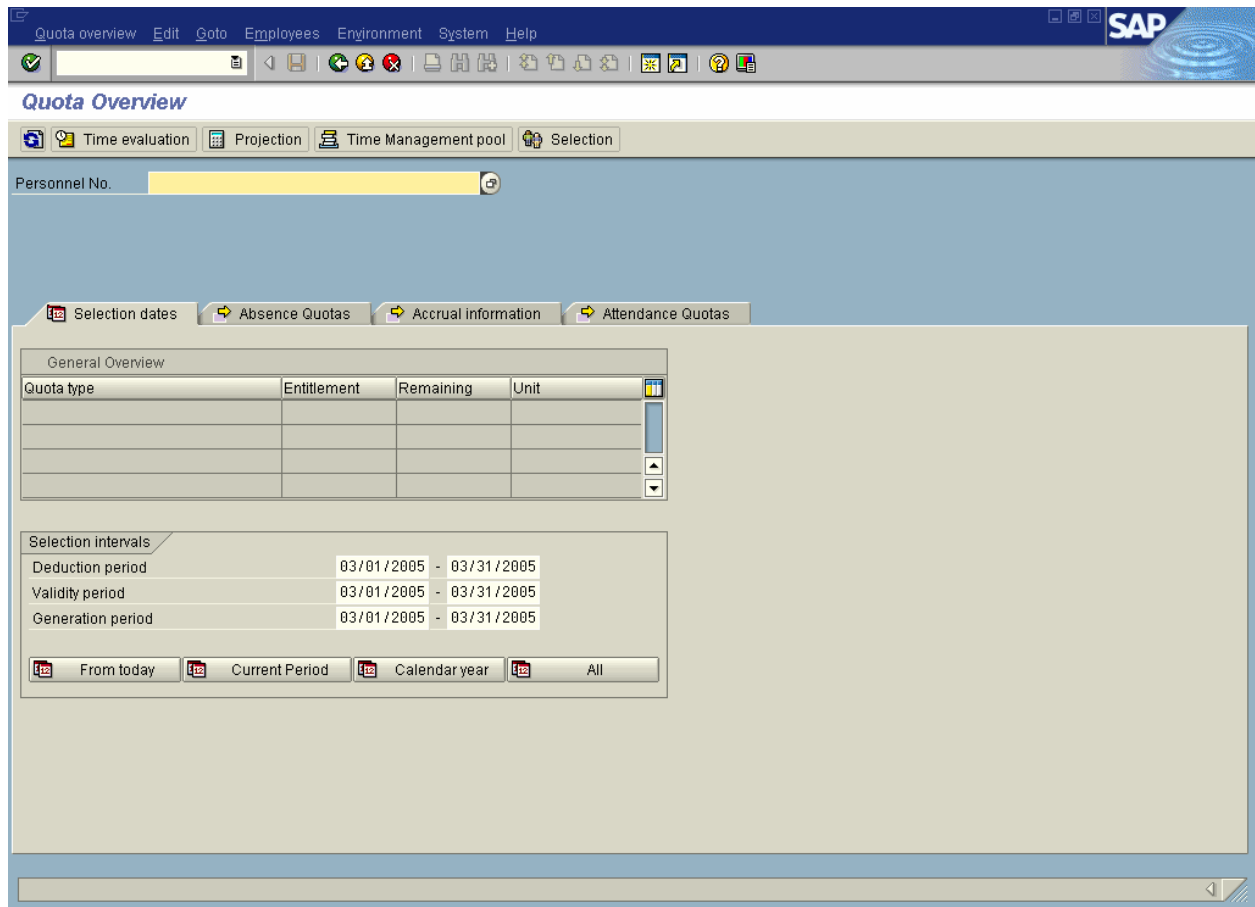


ATTENDANCES/ABSENCES  
IN  
AASIS



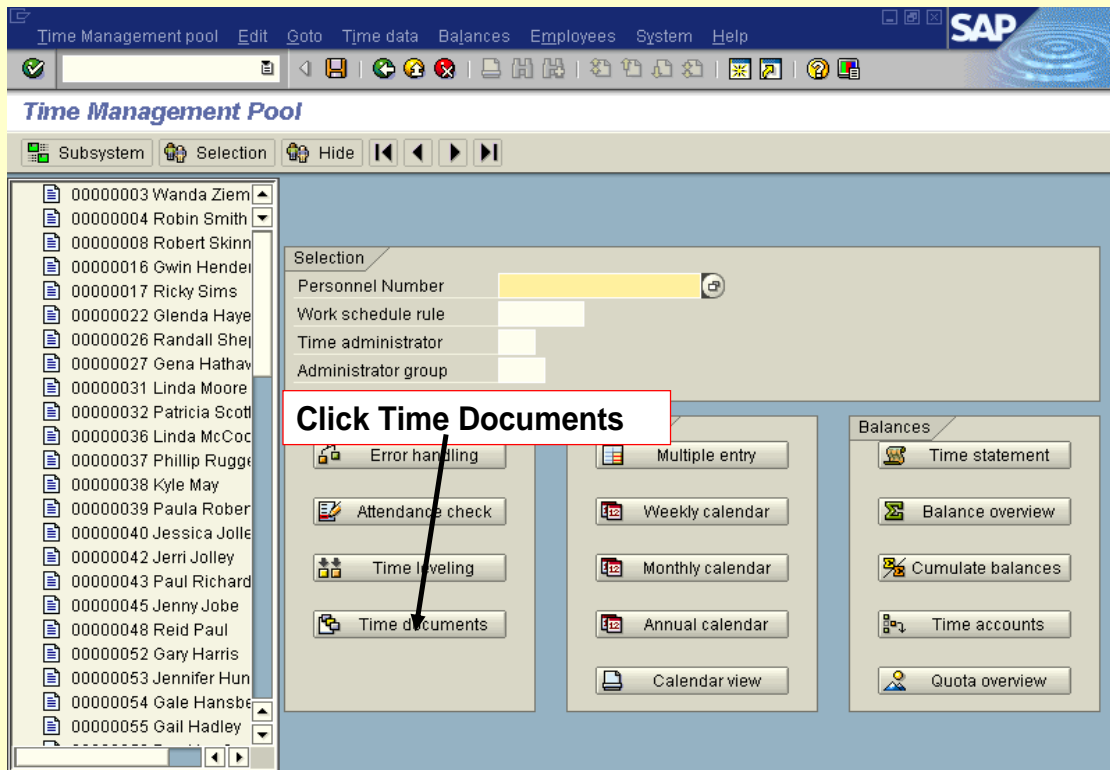
When reconciling leave balances, this process will enable you to print a report that includes Absences keyed in AASIS; Attendances keyed in AASIS, and provides you with the leave balances for this person.

Enter Personnel Number, Click All, and Click Time Management Pool.

Employees who have transferred out may no longer be accessible to DFA once picked up by the new agency. Call DFA HR for assistance.



## PT 50 QUOTA OVERVIEW



AASIS Support Center, Diane Hill  
02/16/04, Revised to V4

4-5

When you click on Time Documents you will see the Period box where you will be able to enter a date range according to your specifications.

The dates in the Period box should always be the beginning of a month and the end of a month respectively.

SAP

Time Recording Overview List

Document view

Person 00001242 PATRICIA M CUSTER Administrator Amber Justice  
Period 01/01/2004 - 12/31/2004

Absences

Days	Y	Time	Hours	Absence type
01/01/2004		00:00-08:00	8.00	Holiday Leave
01/09/2004		05:00-08:00	3.00	Sick / Illness
01/14/2004		00:00-08:00	8.00	Sick / Illness
01/19/2004		00:00-08:00	8.00	Holiday Leave
01/20/2004		04:30-08:00	3.50	Sick / Illness
01/22/2004		06:00-08:00	2.00	Sick / Illness
02/04/2004		06:00-08:00	2.00	Sick / Illness
02/06/2004		00:00-05:00	5.00	Sick / Illness
02/06/2004		05:00-08:00	3.00	Annual Leave
02/11/2004		00:00-08:00	8.00	Sick / Illness
02/16/2004		00:00-08:00	8.00	Holiday Leave
02/20/2004		07:30-08:00	0.50	Annual Leave
02/23/2004		00:00-01:00	1.00	Annual Leave
02/24/2004		00:00-08:00	8.00	Sick / Illness
03/04/2004		07:00-08:00	1.00	Sick / Illness
03/09/2004		00:00-01:30	1.50	Annual Leave
03/09/2004		01:30-08:00	6.50	Sick / Illness
03/11/2004		00:00-01:30	1.50	Annual Leave
03/12/2004		05:30-08:00	2.50	Annual Leave
03/15/2004		00:00-08:00	8.00	Annual Leave
03/16/2004		00:00-08:00	8.00	Annual Leave
03/17/2004		00:00-08:00	8.00	Annual Leave
03/18/2004		00:00-08:00	8.00	Annual Leave
03/19/2004		00:00-08:00	8.00	Annual Leave
04/02/2004		00:00-08:00	8.00	Sick / Illness
04/09/2004		06:30-08:00	1.50	Annual Leave
04/15/2004		00:00-03:00	3.00	Sick / Illness
04/19/2004		05:00-08:00	3.00	Annual Leave

This is an example of what you will see and the format used.

Absences are listed first.

SAP

List Edit Goto Create Extras System Help

Time Recording Overview List

Time event Absence Attendance Absence quota Attendance quota

Document view

Person 00001242 PATRICIA M CUSTER Administrator Amber Justice  
Period 01/01/2004 - 12/31/2004

12/31/2004	00:00-08:00	8.00	Holiday Leave
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Attendances

Days	Y	Time	Hours	Att. type
01/02/2004		00:00-08:00	8.00	Attendance Hours Worked
01/05/2004		00:00-08:00	8.00	Attendance Hours Worked
01/06/2004		00:00-08:00	8.00	Attendance Hours Worked
01/07/2004		00:00-08:00	8.00	Attendance Hours Worked
01/08/2004		00:00-08:00	8.00	Attendance Hours Worked
01/09/2004		00:00-05:00	5.00	Attendance Hours Worked
01/12/2004		00:00-08:00	8.00	Attendance Hours Worked
01/13/2004		00:00-08:00	8.00	Attendance Hours Worked
01/15/2004		00:00-08:00	8.00	Attendance Hours Worked
01/16/2004		00:00-08:00	8.00	Attendance Hours Worked
01/20/2004		00:00-04:30	4.50	Attendance Hours Worked
01/21/2004		00:00-08:00	8.00	Attendance Hours Worked
01/22/2004		00:00-06:00	6.00	Attendance Hours Worked
01/23/2004		00:00-08:00	8.00	Attendance Hours Worked
01/26/2004		00:00-08:00	8.00	Attendance Hours Worked
01/27/2004		00:00-08:00	8.00	Attendance Hours Worked
01/28/2004		00:00-08:00	8.00	Attendance Hours Worked
01/29/2004		00:00-09:00	9.00	Attendance Hours Worked
01/30/2004		00:00-07:00	7.00	Attendance Hours Worked
02/02/2004		00:00-08:00	8.00	Attendance Hours Worked
02/03/2004		00:00-08:00	8.00	Attendance Hours Worked
02/04/2004		00:00-06:00	6.00	Attendance Hours Worked
02/05/2004		00:00-08:00	8.00	Attendance Hours Worked
02/09/2004		00:00-08:00	8.00	Attendance Hours Worked
02/10/2004		00:00-08:00	8.00	Attendance Hours Worked

Attendances are listed next.

List Edit Goto Create Extras System Help				
SAP				
Time Recording Overview List				
Time event Absence Attendance Absence quota Attendance quota				
Document view				
Person 00001242 PATRICIA M CUSTER Administrator Amber Justice				
Period 01/01/2004 - 12/31/2004				
12/07/2004	02:00-08:00	6.00	Attendance Hours Worked	
12/08/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/09/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/10/2004	02:00-08:00	6.00	Attendance Hours Worked	
12/13/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/14/2004	00:00-06:30	6.50	Attendance Hours Worked	
12/15/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/16/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/17/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/20/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/21/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/22/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/27/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/28/2004	00:00-04:00	4.00	Attendance Hours Worked	
12/29/2004	00:00-08:00	8.00	Attendance Hours Worked	
12/30/2004	00:00-08:00	8.00	Attendance Hours Worked	
Absence quotas				
Days	Time	Number	Used	Quota type
06/10/2001-12/31/9999	00:00	458.50000	458.50000	Sick Leave
06/10/2001-12/31/9999	00:00	730.75000	595.00000	Annual Leave
06/10/2001-12/31/9999	00:00	184.00000	184.00000	Holiday Leave
06/10/2001-12/31/9999	00:00	0.00000	0.00000	Catastrophic Leave
06/10/2001-12/31/9999	00:00	32.00000	24.00000	Employee Birthday
04/11/2004-12/31/2004		356.50000	0.00000	Family Medical Leave
07/03/2004-12/31/9999		2.25000	2.25000	Compensatory Time @ 1.5

Earned Hours and Used Hours are listed last.